

Tiny Toes

Dual-Medium Christian Stimulation Group
Pierre van Ryneveld

Times: 6h30-17h15 | Ages: 0-5 yrs

Solar & backup water supply

CCTV, Small groups

Where learning is fun!



068 430 9921 | 082 878 5167
www.tinytoes.co.za

Tiny Toes

Where love is given in limitless amounts

A Dual-Medium Christian faith-based stimulation group

Where we strive to nurture your little one's development and getting them ready for BIG school. Our qualified, trained, and experienced staff are passionate to growing little children's confidence through our fun and dynamic programme. We encourage our friends to discover for themselves, as we promote a balance between educational activities and free play. Through a playful and informal manner, little ones will do activities with an educational value and a specific outcome in mind.

The area's we concentrate on:

Intellect, Creativity, Movement, Confidence, Music, Spirituality and Cognitive growth.

The values we encourage:

Forgiveness, Self-Control, Acceptance, Responsibility, Sharing, Honesty, Integrity, Perseverance and Compassion. At Tiny Toes we are ALL friends!

Our Facilities:

Tiny Toes is zoned as an Early Childhood Development centre. We also have Health, Food and Fire Certificates for our premises. We have spacious classrooms with separate junior and senior play areas.

Fully Solar functioning - we are not dependent on Eskom!
and 5 days of backup water supply.

Gas stove to ensure healthy home cooked, warm meals, at all times.

Education will be given in English and Afrikaans, depending on your little one's home language.

Our Security:

Our staff are trained and qualified as First Aiders / Fire Safety Officers and have all been through the Police Clearance Process.

We have CCTV for parent's peace of mind.

Access gate control.

Private Security Company.

Qualified, Trained, Enthusiastic and Experienced Staff

Small groups | Ages: 3 months - 5 years | Times: 06:30 - 17:15



Tiny Toes

Payment Terms

Tuition fees as of the 1st of Jan 2024 over 12 months
(January to December) with a 1 month written notice period.
Non-refundable, once off registration fee of R1000,
payable yearly to secure your little one's place.

Days per week	06:30 - 13:00	06:30 - 17:15
5 days	R3800	R4195
4 days	R3300	R3650
3 days	R2700	R2950

5 Full days fee of R4195 includes:

Daily Breakfast, lunch, snacks, and juice.

1 x per week Be Sharp Beetles

(Music program for all little ones)

1 x Phyzzi Sport

(Gross motor development program for 2 year and older)

(Only during government school terms)

Should you collect your child after 13:00, an aftercare fee of R100 will be charged to your monthly fee at the end of the month. If the child joins us for an additional afternoon the fee of R100 will be applicable. An additional morning/day fee will be R250 per day.

Banking details:

Absa Bank

Acc No: 409 747 4038

Branch Code: 63 20 05

Email address:

michelle.austin@telkomsa.net

Taxi services available on request

Rules & Regulations

Name of the play group: Tiny Toes

Address: 56 Hertzog Ave, Pierre van Ryneveld

Telephone number: 068 430 9921

Arrival and departure times:

Children are received between 06:30 to 07:00 in a waiting class. As of 07:00 children are to be dropped off in their own classes. Please note that children **must not** be left at the gate but should be **handed over** to the person on duty. For safety reasons, the gate is locked at 08:00. Someone will be on gate duty between 07:00 and 08:00 & again between 12:30 and 13:00 equipped with a panic button that could activate armed response if necessary. Please do not endanger everybody at our school just because you are running late. Parents who are late because of unforeseen circumstances are required to ring the bell at the gate and make sure they lock the gate again when they leave the premises. Thus, a friendly request that all children be at school in his / her class before 08:00. Our schools program starts at 08:00 with breakfast. Should your little one be dropped off after 08:00, we request that he/she please enjoy breakfast at home to ensure that we do not fall behind with our program due to late comers who need to finish their breakfast. This also causes unnecessary anxiety for our little friend who is late.

Departure time: Children are not sent to waiting cars but must be collected personally by parents. Parents are urgently requested not to be late, as it upsets a child terribly if all the other children leave and they are kept waiting.

Please also keep in mind that our staff work exceptionally long hours and would also like to get home to their families.

Half day children may be collected between 12:30 and 13:00. Should you collect your child after 13:00 an aftercare fee will be charged and added to your monthly account.

Full day children must be collected at 17:00 with a grace period till 17:15. No exception will be made.

When dropping off or collecting your little one please ensure that your car is locked and please do not leave other children sitting in the car.

Safety and security

Please furnish a copy of an ID document of the person who will be collecting your child in advance. It would be an immense help to have a document of a grandma or friend so that we could at least compare photos or ID numbers and be 100% sure that the children are handed over to the right person. I know it sounds like a lot of trouble, but it is in our children's best interest.

We have taken all necessary steps and every precautionary measure that is implemented is for the safety of our children but unfortunately no responsibility will be accepted for any injuries or accidents that may occur. Please be assured that permanent supervision will be maintained at all times.

Refreshments and food

Breakfast is served at 08:00, light refreshment at 10:00, lunch at 12:00 and light refreshment at 15:00 – **all provided by the school.**

We request that every child please bring a fruit of their choice to school every day as we would like to encourage our little ones to eat fruit. The fruit will be given to them at 10:00 with a biscuit and a juice provide by Tiny Toes

Suggestions for a fruit snack @ 10:00

Finger fruit in a re-sealable plastic container clearly marked with your little one's name.

- Apple cut into pieces / Grapes / Banana / Pear / Oranges – peeled please or any Dried fruit and more

Children are not allowed to bring sweets or toys for themselves or their friend as this may cause a lot of unnecessary tears for the other friends. At Tiny Toes we are all friends and should you want to bring something to school, please make sure there is enough for the whole class.

Some parents encourage another snack at 16:30 due to supper being served late – thus please provide this snack. Should you wish to pack a late snack for your child, please do.

Suggestions for a healthy snack @ 16:30

Finger food in a re-sealable plastic container clearly marked with your little one's name.

A re-sealable juice or water, clearly marked with their name.

- Vienna's, Cheese, Bread, Salt biscuits, Droewors, Biltong, Tomatoes, Carrots, Cucumber, Muffins.

NO yoghurt, sweets, chips, chocolates, fizzy drinks - please.

Baby Class

Please make sure that the following are in your baby's bag to ensure him / her having an enjoyable day in which we can meet all their needs:

- 6 or more nappies as we change them at 08h30 / 10h30 / 12h30 / 14h30 / 16h30 + one for a soiled nappy in between.
- Clean bottles with the correct amount of boiled water in it.
- Container with correct amount of measured milk powder / formula in it.
- Wipes and bum cream
- One set of extra clothing which will only be used when necessary – should the child mess or have a runny tummy and the clothes are dirty, messy, or wet.
- When you collect your little one, please be patient so that we can just clean their little hands and mouth. This will ensure baby feels refreshed and ready for a nice play with mommy and daddy, and we know we did the best we can for you and your little one.
- We do have a menu at school. Should your child not be able to eat the school's food, which I would like to encourage from 12 month onwards, please ensure that there is breakfast for 08h00, snack for 10h00, lunch for 12h00 and another snack for 15h00 all provided by the parents.

Notice of absence

Parents are kindly requested to inform the school should a child be absent for a particular day, before 9am in the morning.

Should your child have any minor ailment (headache, sore throat, tummy ache) we will contact you when deemed necessary.

Children with illnesses that are contagious, must be kept home until it is no longer contagious and has cleared up 100%. No learner on antibiotics may attend school. No little one may attend school if they have any of the following symptoms 24 hours before a new school day:

Vomiting, diarrhoea, temperature higher than 38.5, skin rash, pink eyes, persistent coughing or a runny / stuffy nose, sores inside or outside of their mouths / fever blisters. Children with lice / hand, foot and mouth disease are to be kept home until the condition has cleared 100% to prevent infestation.

Should your child present with any of these symptoms at school, you will be requested to collect him / her as soon as possible. **No Medicine will be administered at Tiny Toes.** A doctor's letter will be required should you wish to send your little one to school the following day, to ensure all parties that the condition is not contagious.

Health

I would like to remind everyone to top up with vitamins and a good immune booster. Please we need to keep the little ones healthy. Remember the children are between other children, thus a runny nose is almost inevitable, but we can try and keep the situation under control as far as possible.

Clothing

Parents are requested to see to it that children wear clothes in which they can play comfortably, and which may get dirty. The day's "work" includes playing with paint, sand and mud, and smart clothes may prevent a child from taking part in these important activities. Young children are encouraged to be independent, and parents must ensure that clothes can easily be put on and removed by the children themselves.

Please make sure that your little girl **wears a pair of shorts under her dress**, should she wish to wear a dress to school. Also remember to sun block your child when they wear "spaghetti strap" tops, as their little shoulders get burned very quickly in the sun.

During toilet training accidents are likely to occur and a set of clean clothes should always be available.

Note: All items of clothing must please be **marked clearly** and placed in a bag bearing the child's name on the outside.

Please also make sure that your little one has a hat at school as we have a rule:

No hat - No outside play.

Please note Tiny Toes cannot be held liable for any loss of clothing, shoes or any other item that may go missing. We encourage our little ones to place their belongings in their bags when they remove them, and we will always assist as much as possible.

Tiny Toes T-shirts are available @ R120 each. T-shirt sizes are 2-3 years and 4-5 years. Please indicate which size you would like.

Birthdays

A birthday is a major event in every child's life and others love to share in it.

We like to focus on the birthday child and make it an intimate occasion. No outside entertainment will be allowed, and no party packs.

Please send a cupcake or a packet of chippies or a gingerbread man or..... per child in the class to school. This will be handed out to the friends' during the birthday ring. Should you wish to send party packs, it will be placed in the friend's bags to be enjoyed at home.

Please also complete your own Childs invitations and your teacher will hand them out for you. These should be sent to school on the Friday before the intended party. Please consult with your teacher for a preferred day of the week. No telephone numbers will be made available by the school to parents for party arrangements.

The birthday ring will be from 10:00 till 10:30. We look forward to making your child's birthday an incredibly special classroom event.

Fees

- Fees are payable monthly in advance **over a 12-month period**, thus including December. Fees are payable in advance, irrespective of the manner of payment, fees should be received **on or before the last day of each month**.
- A registration fee is payable each year and is non-refundable.
- School fees will be revised every year.
- Electronic payments are preferred considering the safety of the kiddies and the personnel at school. To avoid incidents, cash payments are not permitted as this might increase the risk of hi-jacking and robberies. Tiny Toes will also not be liable for any money that goes missing from a Childs bag.
- Should money or proof of payment not be received by the last day of the month a penalty will be applicable and added to your delinquent payment.
At the commencement of work on the 1st day of each month I shall scrutinize the bank statement for incoming fees. Should the fees not reflect on or before the 1st a penalty of R100 will be payable within 7 days after the notification was sent to you. Such notification will be sent via SMS. This method shall be deemed as an appropriate method of notice.
- Should the school fee + penalty fee not be received by the end of the working day (the 1st) the Childs tuition **will be suspended until payment and penalty fees have been received**.
- We reserve the right to not receive children if no proof of payment is received.
- No refunds or discount will be given in the case of a child who for whatsoever reason (e.g., hospitalisation, visits to grandparents, overseas trips, etc.) do not make full use of the school program. No exceptions will be considered in this regard.

- A written notes of one calendar month are required prior to removing your child from Tiny Toes. Failure to do so will render you liable for payment of a month's fees.
- The full monthly fee for December will be payable even though the school officially closes from approximately the second week of December until the first week in January. All dates will be timeously advised.
- Children leaving the school the end of the year are still obligated to pay for December.
- **5% discount will be applicable should annual fees be paid before the end of January.**
- Should payment not be received, you as parent will be liable for all costs encountered from lawyers to recover same.

Any old toys / books are always welcome!!!

Extra mural activities

(Depending on amount of interest from our parents)

Monkeynastix, Cricket, Rugby, Modern dancing, Dance mouse, Pottery, Turtle Tots swimming, Computers, Phyz Ed Sports etc..

All extra mural fees are to be paid directly to the service providers please. No cash payments will be accepted by Tiny Toes.

Tiny Toes is not involved in any of these activities although they are offered on the school premises and therefore does not accept any responsibility for any injuries that occur during the extra mural activity.

Should you have any questions regarding the activities or payments kindly contact the service provider directly. Please note that these activities are **not included in school fees** – they are paid separately directly to institution!

Please do not make payment when they come to do a demo, if there is not enough interest in the activity, the company may not commit to the service.

Please send all enrolment forms back and we will let you know as soon as a decision has been made. The company will also inform you about fees, dates, and times.

Be Sharp Beetles

Components of Be Sharp Beetles: Stories developing life skills and cultural awareness, drumming, flexibility of movement using percussion instruments, teaching children skills to operate in a community, dancing, singing and musical preparation.

What it will do for your child: Develop mathematical and reasoning abilities, change the way your child thinks by using the left and right brain simultaneously, stimulate your child's problem-solving ability, increase your child's memory, and create a happy child.

Lessons are compulsory for 2024 and will happen during school time. Be Sharp Beetles fees are included in the 2024 school fees, for 5 x full day children.

Please note, should half day or 3 or 4 x per week (full or half day) children wish to partake, there will be an additional monthly fee of R150 per month.

Phyzz Ed Sportz

Components of Phyzz Ed Sportz: The focus is on the importance of a healthy lifestyle and physical activity in the lives of our little ones. Physical activity, games, sport, and outdoor exercise contributes to a sense of connectedness and are vital components of our wellbeing. Coaches will be instructing our children “**sports**” and movement skill, focusing on applying knowledge, skill, and gross motor abilities.

What it will do for your child: Develop the basic skills needed to participate in team games and create a happy child. The inclusion of regular fitness activity helps students maintain fitness and develop muscular strength as well as their hand-eye and foot-eye-coordination.

Problems and personal appointments

Parents are most welcome to make suggestions and to discuss any problems. A personal interview can be arranged to enable parents and personnel to have an undisturbed discussion. We always have an open-door policy at Tiny Toes. Your child’s happiness is our main concern and mission. Our desire and passion are to always give our best to each one of them. Please note that children will be placed in classes according to their emotional and physical development and NOT according to their ages. Age division is only a guideline.

Holidays

Tiny Toes will re-start on Wednesday the 3rd of January 2024 and will be open all year through except for the following days. Please take note:

Tiny Toes will be closed on the following 7 Days during the year, excluding our December holiday:

- | | | | |
|--------------------------|------------------|---------------------|------------------------------|
| <input type="checkbox"/> | Friday | 22 March | <u>School Holiday</u> |
| <input type="checkbox"/> | Monday | 01 July | <u>School Holiday</u> |
| <input type="checkbox"/> | Tuesday | 02 July | <u>School Holiday</u> |
| <input type="checkbox"/> | Wednesday | 03 July | <u>School Holiday</u> |
| <input type="checkbox"/> | Thursday | 04 July | <u>School Holiday</u> |
| <input type="checkbox"/> | Friday | 05 July | <u>School Holiday</u> |
| <input type="checkbox"/> | Monday | 23 September | <u>School Holiday</u> |

Tiny Toes will be closed on all public holidays.

Tiny Toes will close for our **December holidays on Thursday the 12th of December 2024.**

Others

I would like to hear from you as parents as to where we can improve or any other suggestions that you would like to bring to our attention.

Donations:

We have a tradition at Tiny Toes. Each child brings a donation (a tin of food or a packet of soup or old clothes or old shoes or old toys anything) to school every last Friday of the month. Each child then gets the opportunity to put their contribution into the donation box.

This is to help our little ones understand that we are very privileged, and we can be effective out there. Also, for them to be aware that there are people without food or a house or toys. I would really appreciate it if our parents can support us in this! Together we can make a difference!

Please note that your child is only enrolled at **Tiny Toes after his / her registration fee has been paid and this documentation has been, signed and returned!** Unfortunately, due to past experiences we now work on a first come first served basis and thus no spaces will be reserved.

PLEASE **SIGN EACH PAGE** AT THE BOTTOM AND RETURN THE WHOLE DOCUMENT TO SCHOOL – THIS IS TO ENSURE THAT PARENTS ARE AWARE AND COMFORTABLE WITH ALL OUR RULES BEFORE ENROLLING THEIR LITTLE ONES INTO TINY TOES.

Follow us on Facebook.

- Get information about upcoming events.
- Find out about what we are learning.
- Keep track of important dates
- See photos of little ones learning and events

Yes, I give permission to Tiny Toes to take photos of my child and place it on Facebook.

Childs name: _____

Parent's signature: _____

No, I do not give permission to Tiny Toes to take photos of my child.

Childs name _____

Parent's signature: _____

Agreement with parents & Notification of Indemnity

Agreement between Tiny Toes Nursery School and

(Parents / Guardian Full names),

ID number of parents

(Childs name)

(Childs ID number

I hereby undertake to pay a yearly registration fee and to obey the rules as set above.

I also undertake to pay the applicable monthly fee in advance by no later than the last day of every month. I take note that a penalty of R100 per child per month will be levied on overdue payments received.

I hereby indemnify, hold harmless and absolve the Owner and staff of Tiny Toes Playgroup, acting in good faith against all claims whatsoever as may arise from accident or injury or death to, or any loss or damage to the property of, the above-named learner, which may occur whilst on School premises or as part of an official School function or arising there from or in consequence thereof.

The Owner and Staff will act in loco parentis and always will exercise such behaviour towards the above-named learner and exercise such control as is consistent with that of a reasonable parent. No responsibility by the Owner or Staff can be taken for injury, death and accident which occur because of a breach of School guidelines, rules, and regulations as and where perpetrated by the above-named learner.

I/We the undersigned, agree that in the event of the above-named learner requiring emergency medical attention which may or may not involve the administration of an anaesthetic and an operation by a suitable qualified medical practitioner / specialist, due permission and authorisation may, in such instances, be given by the Owner or any other member of the Staff so to do.

Such a decision will be made on the clear understanding that the person providing the necessary consent is acting in loco parentis and acting as a responsible parent in giving the approval.

I the parent / guardian shall be responsible for the payment of any medical and / or hospital accounts, where applicable should an injury or illness be sustained for which ever reason.

I undertake to give one month's written notice should I decide to take my child out of Tiny Toes. I take note that all fees remain payable during the notice period and that an overdue account will be handed over to debt collectors of collection. I accept responsibility for all costs that Tiny Toes and the debt collectors will charge concerning the collection of overdue fees.

Signed at Pierre van Ryneveld on this _____ day of _____ 2023/2024.

Tiny Toes

Registration / Admission form

Date of registration: _____ Date child will start at Tiny Toes: _____

Surname and full names of Child: _____

Date of Birth _____ Age: _____

Childs previous school: _____

Name of mother: _____

Mothers place of work: _____ Occupation: _____

Home address: _____

Home Telephone number: _____ Work telephone number: _____

Cell number: _____

Email address: _____

Name of father: _____

Fathers place of work: _____ Occupation: _____

Home address: _____

Home Telephone number: _____ Work telephone number: _____

Cell number: _____

Email address: _____

Marital status of parents: _____

Mother's date of birth: _____ Fathers date of birth: _____

Other children in the family:

Name: _____ DOB: _____

Name: _____ DOB: _____

Home Language: _____ Religion: _____

Has the child been immunised against: Polio: _____

Diphtheria: _____

Whooping Cough: _____

Tetanus: _____

Please provide us with a copy of your little ones Clinic Card and ID of both parents

Which contagious diseases has the child already had: _____

Name of medical aid: _____

Medical Aid number: _____

Medical conditions: _____

Current Medication: _____

Allergies: _____

Name of family doctor: _____

Telephone number: _____

Who will bring the little one to school in the morning: _____

Who will be collecting your little one in the afternoon: _____

Person to be contacted in case of an emergency should the parents not be available:

Name: _____ **Home telephone number:** _____

Work telephone number: _____ **Cell phone number:** _____

Please indicate how many days your little one will be attending school:

5 Full days	5 Mornings only
4 Full days	4 Mornings only
3 Full days	3 Mornings only

In the event that I cannot be reached, I hereby give permission for my child to receive any necessary emergency medical care or treatment. I understand that every effort will be made to contact me as parent or my Childs other guardian before such action is taken. I will be responsible for the payment of such care or treatment. I will not hold any of the employees of Tiny Toes responsible for any accident that may occur.

We are looking forward to a fantastic 2024.

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Letter Requesting Permission from Data Subject to Collect Their Information
The information in this document is strictly private and confidential POPI act.